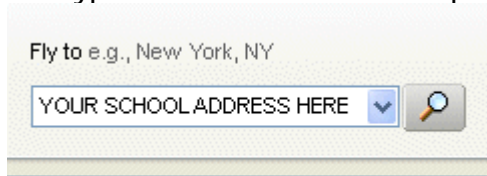


CREATING AND SENDING A KMZ FILE

1. Log Onto Google Earth.
2. Type in school address into provided bar:



Fly to e.g., New York, NY

YOUR SCHOOL ADDRESS HERE

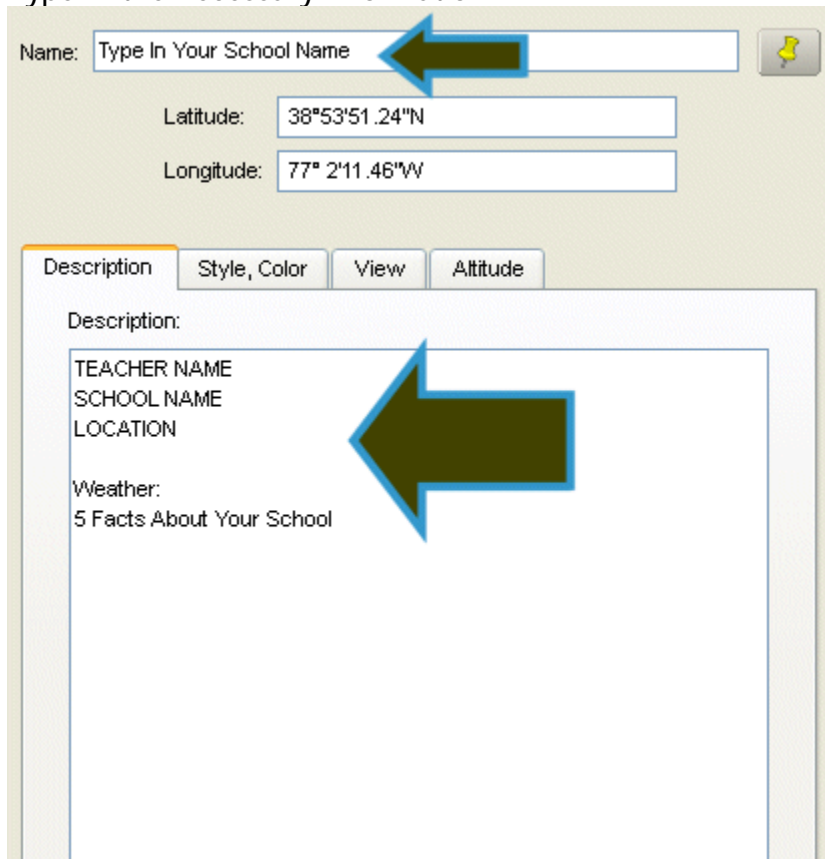
A magnifying glass icon is located to the right of the text input field.

3. Click on the magnifying glass to fly to your location.
4. Click on the PLACEMARK (top of the page) to add your icon



You can also click on Add, Placemark

5. Type in the necessary information:



Name: Type In Your School Name

Latitude: 38°53'51.24"N

Longitude: 77° 2'11.46"W

Buttons: Description, Style, Color, View, Altitude

Description:

TEACHER NAME
SCHOOL NAME
LOCATION

Weather:
5 Facts About Your School

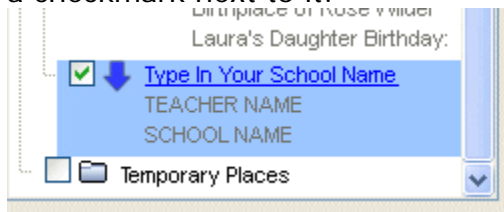
Large blue arrows point to the Name field and the Description text area.

Feel free to add the school web address or your personal web page address

6. If you wish to change the color or shape of the pushpin placemark, click on the yellow pushpin and then make your choice from the provided options:

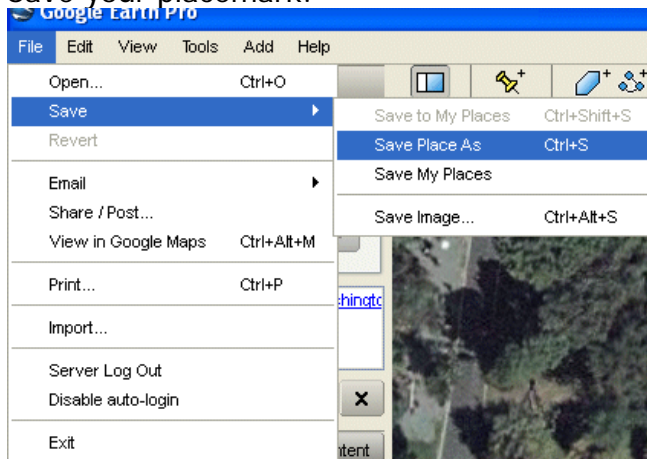


7. Click on OK
8. Check to make sure that your PLACEMARK is the only placemark that has a checkmark next to it:



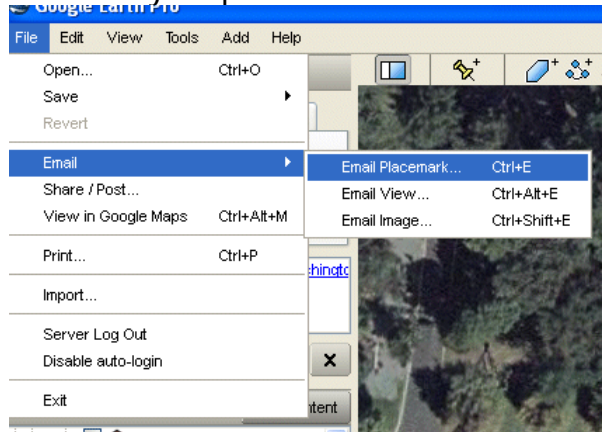
PLEASE only have your school checkmarked!!!!!! Thank you!

9. Save your placemark:



Name it your school name.

10. Email me your placemark:



11. Address it to jenuinetech@gmail.com and add teacher name in the body.



12. I will save all the KMZ's into one grouping and then upload the link to the webpage.

13. To view all the KMZ's, click on the link on the webpage.....launch Google Earth and enjoy viewing where all our participants are from.

Jen